

# MINUTES OF GENERAL COUNCIL MEETING HELD DURING PANDEMIC VIA ZOOM 21 APRIL 2020



## PRESENT

Mayor Craig LeGrow  
Deputy Mayor Joanne Whalen  
Councillor Carol King  
Councillor Ralph LeGrow  
Councillor Chris Palmer  
Town Clerk/Manager Craig Drover  
Asst Town Clerk Donna Connors

## REGRETS

## GUESTS

INVITED VIA ZOOM

**GENERAL INFORMATION:** This meeting was convened via ZOOM Technology with each attendee at home. In addition, the public was invited to attend given the meeting ID and Password.

## 1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:35 pm**, and welcomed everyone attending from their homes.

**At this point, on behalf of Council, Councillor Ralph LeGrow offered their deepest condolences to the families of the tragic mass shooting in Nova Scotia. Councillor Carol King requested a 2 minute of silence to reflect on the loss of life and sorrow felt following the senseless act of violence. Following the two minute of silence, the meeting continued.**

## 2.0 AGENDA

Upon review of the proposed Agenda;

**MOTION 044 / 2020**

*Councillor Chris Palmer moved to **ADOPT** the agenda as presented.*

*Seconded by Councillor Carol King  
Motion **CARRIED** unanimously*

## 3.0 PREVIOUS MINUTES

3.1 Upon review of the minutes of a General Council meeting held **24 March 2020**;

**MOTION 045 / 2020**

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 24 March 2020 as presented.*

*Seconded by Councillor Chris Palmer  
Motion **CARRIED** unanimously*

- 3.2 Upon review of the minutes of a Special Council meeting held **7 April 2020**;

**MOTION 046 / 2020**

*Councillor Carol King moved to **ADOPT** the minutes of a special meeting held 7 April 2020 as presented.*

*Seconded by Councillor Ralph LeGrow  
Motion **CARRIED** unanimously*

**4.0 BUSINESS ARISING FROM MINUTES**

**4.1 REQUEST TO ACQUIRE FILL**

Council reviewed the e-mail thread that withdrew the request for fill. A short discussion ensued regarding a draft policy regarding Town fill and the need to repair the culverts. Further discussion was deferred until a later date.

**5.0 APPLICATIONS AND CORRESPONDENCE**

**5.1 APPLICATIONS – NIL**

**5.2 CORRESPONDENCE**

5.2.1 Eastern Health – Council reviewed this correspondence from Eastern Health which provided a list of credible sources of information regarding COVID-19. They are reassuring municipalities and the general public that they are doing everything they can to reduce the risk to the public.

5.2.2 Municipal Affairs & Environment (MAE) – Council reviewed this new Communications Protocol indicating that the MAE's Infrastructure and Waste Management Division is working from home. Any documents sent to them by mail should also be e-mailed to them.

5.2.3 Access To Information & Privacy Protection (ATIPP) – Council reviewed this working from home protocol for those working at home and the procedure to remove office documents in order to work on them at home.

5.2.4 MAE – Council reviewed this revised version of SGC 19.2 which is an amendment to Supplementary General Condition manual item 19.0 *Tender Form*.

5.2.5 MAE – Council reviewed this correspondence which updates the Master Construction Specifications for water, sewer and roads. All contractors are to be made aware of this publication.

- 5.2.6 MAE – COVID-19: Council reviewed this correspondence regarding Municipal States of Emergency. This clarifies that Municipalities cannot declare a State of Emergency during the COVID-19 pandemic, unless it is for one of the reasons under section 204 of the Municipalities Act Disaster, Snowstorm, Flood or shortage of Water.
- 5.2.7 MAE – Council reviewed this response to President Municipalities NL (MNL). As a result of the bi-monthly MNL Regional Meetings, the President of MNL sent a letter of concerns/questions raised by municipalites, to the Minister of MAE regarding the pandemic. This is the response to the president, but dispatched to all municipalities for their information/action. It touches on the Municipalities Operating Grant (MOG), Capital Works Projects, Audits, Essential Services, Resources, Supply chains, Water and communications.
- 5.2.8 MAE – Council reviewed this circular regarding Fire & Emergency Services. This correspondence calls for municipalities to refrain from holding parades in support of essential workers.
- 5.2.9 East Coast Trail Association (ECTA) – Council reviewed this correspondence regarding trail use during pandemic. Upon review Council directed that it be posted on the Town’s social media sites and website.
- 5.2.10 ECTA – Council reviewed this 2019 Annual Status Report for the Town of Bauline, and what has been accomplished on the East Coast Trails leading in and out of the Town.
- 5.2.11 MAE – Council reviewed this letter that approved the Capital Investment Plan request to divert funds to rehabilitate the Brook Path Bridge.
- 5.2.12 MAE – Council reviewed this correspondence regarding conducting Council Meetings during pandemic.
- 5.2.13 MAE – Council reviewed this correspondence regarding how do business regarding town amendments and planning during the pandemic.
- 5.2.14 Hospitality NL – Council reviewed this correspondence regarding Municipal Relief to aid Business Liquidity for Tourism. After a lengthy discussion it was agreed to defer this item to a later council meeting.
- 5.2.15 Municipal Assessment Agency (MAA) – Council reviewed this correspondence regarding 2021 Assessments. They are offering an extension to the payment period without interest being applied.

5.2.16 Canadian Mental Health Association (CMHA) – Council reviewed this request and draft proclamation to proclaim 4-10 May as CMHA Mental Health Week. After a short discussion:

**MOTION 047 / 2020**

*Deputy Mayor Joanne Whalen moved to **PROCLAIM** that the period of 4-10 May be considered Mental Health Week in the town of Bauline.*

*Seconded by Councillor Carol King  
Motion **CARRIED** unanimously*

Mayor LeGrow indicated that he would go to the Town Office the next day to sign the proclamation.

5.2.17 Miles for Smiles – Council reviewed this request to proclaim the Month of April as Child Abuse Prevention Month. After a short discussion and review of the draft proclamation:

**MOTION 048 / 2020**

*Deputy Mayor Joanne Whalen moved to **PROCLAIM** that the month of April be considered Child Abuse Prevention Month in the town of Bauline.*

*Seconded by Councillor Carol King  
Motion **CARRIED** unanimously*

Mayor LeGrow indicated that he would go to the Town Office the next day to sign the proclamation.

## **6.0 NEW BUSINESS**

### **6.1 REPORT FROM TOWN MANAGE**

6.1.1 Residents Complaints – The Town Manager informed Council that he had received a complaint that there may be an environmental issue at a residence in the town, regarding old vehicles and other items. In addition, at the same location, there seems to be an issue with septic drainage. After a short discussion, it was noted that other properties in the town had received complaints of unkempt properties. The Town Manager was directed to send letters to these properties to have them cleaned up.

The Town Manager informed Council that he had also received a complaint about damage done due to snow clearing operations. He had discussed with the complainant and the snow removal contractor and corrective measures were being agreed upon.

6.1.2 Audit Progress – The Town Manager informed Council that both he and the Assistant Town Clerk were involved with the ongoing audit process. The process is being conducted offsite with requested documentation and information being e-mailed to the auditor. It is likely that this will be an ongoing issue for a month or two.

6.1.3 Office & Operations during pandemic – The Town Manager informed Council that all office and outside operations are continuing despite the pandemic. There are more protocols in place to protect staff and clients. Overall, the process is effective and efficient.

## 6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk (ATC) provided Council with a written report as well as a detailed verbal report. It was noted that the Bulk Buy Easter Hampers for all seniors in the Community was very well received by the seniors and their families. Many comments of appreciation were received. Ongoing programs during the pandemic is being organized. All funding opportunities are being researched and applied for. Summer student applications and funding are still unknown at present.

## 6.3 AUDITORS REPORT – DRAFT ULTIMATE GAS TAX ANNUAL EXPENDITURE REPORT

Upon review of the draft Ultimate Gas Tax annual expenditure report:

### **MOTION 049 / 2020**

*Councillor Chris Palmer moved to **ACCEPT & ADOPT** the Auditor's Annual Expenditure Report for year ending Decmeber 31, 2019 regarding the Ultimate Gas Tax Recipient, as presented.*

*Seconded by Councillor Carol King  
Motion **CARRIED** unanimously*

Mayor LeGrow indicated that he would go to the Town Office the next day to sign the report.

## 7.0 OLD BUSINESS

### 7.1 GREEN ENERGY UPDATE

Upon a cursory review of the documents and information provided by Fundamental Inc, regarding multiple ongoing green energy initiatives, Mayor LeGrow suggested that Councillor Palmer and the Town Manager meet to discuss and provide council with recommendations on a go forward basis. Council and the Town Manager agreed.

## 7.2 TOWN CROWN LAND APPLICATIONS - UPDATE

Council reviewed the correspondence from Minister of MAE approving the town to purchase the property on Pouch Cove Line for economic development purposes. The Town Manager was requested to liaise with the Crown Land Division and the Department of Transportation and Works regarding this initiative.

## 7.3 ALTERNATE POWER SUPPLY UPDATE

Council reviewed the correspondence from Minister MAE approving Wood Environment as our Primary Consultant for this project. The Town Manager informed Council that he had been in contact with their firm and they will be doing a site visit in the near future.

## 7.4 CELL TOWER

Council reviewed the recent update from the Project Company indicated that the Survey Team could not complete the survey a couple of weeks ago due to deep snow in the area. They will be completing it in the next few weeks.

## 7.5 REZONING BAULINE LINE EXTENSION UPDATE

The Town Manager informed Council that an initial zoning map had been received from the Town Planner. He had requested that additional information be incorporated in the map. A new map is in the development phase.

## 8.0 FINANCES

### 8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

**MOTION 050 / 2020**

*Deputy Mayor Joanne Whalen moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Councillor Chris Palmer  
Motion **CARRIED** unanimously*

### 8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

*Councillor Carol King moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Ralph LeGrow  
Motion **CARRIED** unanimously*

## **9.0 COMMITTEE REPORTS**

- 9.1 North East Avalon Joint Council (NEAJC) – Council reviewed the draft minutes from the recent NEAJC meeting, which Deputy Mayor Joanne Whalen had attended. The Deputy Mayor provided a brief summary of the meeting.
- 9.2 Planning & Development (P&D) Committee – Councillor Ralph LeGrow requested information regarding the Duck Pond Trail project. There was a lengthy discussion regarding the project, afterwhich, Councillor LeGrow indicated he would call a meeting of the P&D committee in the near future.

## **10.0 TABLE DISCUSSION**

At this point, Mayor LeGrow asked if there were any other points that Council/Staff would like to address?

Councillor Carol King pointed out that the trees on the sides of the road were torn up and damaged during the extensive snow clearing operations during the State of Emergency. Council agreed that a plan should be put in place to remove the debris.

Councillor Carol King asked if there would be a Bulk Clean-Up this year. After a short discussion it was agreed to wait until the next Council meeting to decide, as there are still unknown pandemic ramifications that need to be considered.

Councillor Ralph LeGrow pointed out that the guide rails over the bridge, near the Gully Path were severely damaged during snow clearing operations after/during the State of Emergency. The Town Manager indicated he would liaise with the Department of Transportation and Works regarding this matter.

Councillor Ralph LeGrow requested information regarding cleaning services while the building is not in use. A lengthy discussion ensued. It was agreed that a new cleaning service should be put in place following the pandemic. Deputy Mayor Joanne Whalen, is very familiar with this type of service i.e. unitizing the building to determine what is required. The DM indicated that she would gather more information and perhaps have a technician in this field assist in determining our requirements.

The Assistant Town Clerk informed Council that she would be attending Professional Municipal Administrator (PMA) Core courses on line as a trial course package provided by PMA. It would be not cost to the Town, and will commence prior to the next Council meeting.

The Town Manager raised a concern of people with keys entering the building outside of office hours. The issue is that he would need to know what areas of the building were visited in order to ensure the areas are disinfected when he returns. Deputy Mayor Joanne Whalen recommended placing a sign in sheet in the front entrance.

Mayor Craig LeGrow requested that the Town Manager provide him with the Incident Command Course material discussed at the last meeting. The Town Manager indicated that he could pick it up when he goes into the office to sign documents over the next day or so.

Mayor Craig LeGrow requested information regarding non-permenant structures as they pertain to the Town's Plan and Development Regulations. After a short discussion, it was agreed that this should be an agenda item in the near future.

#### **11.0 NEXT GENERAL MEETING**

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 12 May 2020 at 7:30 pm via ZOOM.**

#### **12.0 ADJOURNMENT**

As there was no further business to discuss;

**MOTION 052 / 2020**

*Deputy Mayor Joanne Whalen moved to **ADJOURN** the meeting of **21 April 2020.***

**Mayor Craig LeGrow adjourned the meeting at 11:15 pm.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline